

Report for Week Ending 9 August 1956  
from  
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 5-67 - DD/S Reports Survey

Reports management activity is continuing in the Offices of Logistics and the Comptroller. Reports are being card indexed by Miss [REDACTED]; Miss [REDACTED] reported that the Office of Logistics reports review panel was to meet this week. Issuance of Colonel White's memorandum for continuing the DD/S program should bring about increased activity in all Offices. The memorandum should go forward for signature this week.

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Projects 6-13, Dispatch Format and Procedure, and 6-22, DD/I Reports Survey

No change in status.

Project 6-35 - Survey of Procurement Division Contract Files

Removal of the superfluous requisition folders from the purchase order file is about 80% complete. We hope to begin rearranging the file room next week upon removing four cabinets.

General Information

a. An analysis of stationery usage in FY 56 revealed that 8½ million sheets of Letterex were used compared with 5 million sheets in FY 55. The 8½ million sheets represents 70% of total volume of tissue stationery used.

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b. Reviewed with Mr. [REDACTED], O&M/DD/P Area, the proposed directives for the DD/P reports management program. The directives cover all the essential elements for a well directed continuing program.

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